The addendum below is provided for managers to use to record information that is required in order to apply the General Schedule Team Leader Grade Evaluation Guide (click here for the guide) to positions performing team leader duties. Managers may submit this addendum in lieu of rewriting the position description. They may also attach this addendum to any new PD they develop to record team leader duties.

In order to use this addendum in an editable form, please go to your web browser tool bar and select File. Under File select "save as". You may then save the addendum to your word processing directory.

TEAM LEADER ADDENDUM

Instructions to managers:

You may have a position that performs some team leader duties but the duties may not be described adequately in the position description. Prepare this addendum ONLY if you wish to officially designate this position with the prefixed title "Lead" in the classification title and ensure that an additional grade over the base level of work led is credited. Please note that such officially classified team leader duties must be PERMANENTLY assigned and performed on a regular and recurring basis, may not be rotated, and do not apply to leaders with only "project" responsibility. In addition, team members, including military personnel, must be officially assigned and permanent members of the team.

Current position title, series, grade and PD#: _____

a. Team Leaders must devote at least 25% of their time to leader duties over professional or administrative positions; i.e., those that advance in two-grade interval patterns, e.g., GS-9 to GS-11. If the minimum 25% is not met, please stop! This guide is not applicable to this position. Otherwise, go to the next step.

Identify the percentage of time the team leader devotes to leader duties here:_____%

b. In order to determine the grade of the team leader work performed, the "base level" of work must first be determined. In order to determine the base level of work performed, identify the number of full performance positions at or above GS-9, including military personnel who perform at a level of work classifiable to GS-9 or above. Credit the work of trainees and developmental positions at the full performance level. Where extensive contract work, Federal Wage System Employees, volunteers, or other non-GS work is present, consult the General Schedule Leader Grade Evaluation Guide and/or your CPAC or CPOC. Identify the highest grade level at which at least 25% of the total workload of these employees is performed.

Identify the base grade level here: _____. **The final grade of the team leader position will be 1 additional grade over the grade level identified as the base level of work in item "b" or the**

grade of the nonleader work, whichever is higher.

Special note: Do not include positions that perform with extraordinary independence and that do not receive any guidance from the team leader. Do not include positions for which the leader does not have sufficient knowledge to carry out the minimum duties listed below.

List the number of personnel led at each grade level at or above GS-9:

Grade	# of employees

**c.   If any of the first 7 duties listed below are not applicable, please stop!
This guide is not applicable.** *Otherwise, place an "X" in the space provided in front of each duty the employee performs (duties 8-20).* **The employee must perform ALL of the first 7 duties listed below in order to qualify as a team leader AND at least an additional 7 of the duties numbered 8 through 20:**

1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;

2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;

3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;

X 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;

5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;

6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;

7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;

___ 8. Maintain program and administrative reference materials, project files and relevant back-ground documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;

___ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor;

___ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise;

___ 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

___ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;

___ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;

___ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;

___ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);

___ 16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;

___ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;

___ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;

___ 19. Inform employees of available employee benefits, services and work related activities;

___ 20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

If you have checked 7 duties of those numbered 8 through 20, in addition to the first 7 duties, please submit a Persaction 52 along with this document to implement your desired personnel action. Be sure to include this addendum when furnishing a copy of the PD to an employee.